

# AHRS PERIODICAL

Office of Agency Human Resource Services

## Statewide Pay Action Summary Report July - September 2003

Pay Action	# Actions	# Pay Adjustments	Ave. % Adjustment
Promotions	407	400	15.90
Demotion – Voluntary	68	35	-10.27
Demotion – Disciplinary	4	4	-7.57
Demotion – Performance	0	0	0
Role Change – Upward	297	275	11.90
Role Change – Lateral	92	30	7.00
Role Change – Downward	13	3	-3.84
Voluntary Transfer – Competitive	830	550	8.90
Vol. Transfer - Non-Competitive	308	32	4.14
Temporary Pay	169	169	14.84
End Temporary Pay	116	116	-9.69
Competitive Salary Offer	58	58	17.50
Reassignment within Band	29	0	0
Adjust Special Rate	77	77	-9.02
IBA – Change in Duties Increase	82	82	7.47
IBA – New KSA's/Competencies	206	206	8.49
IBA – Retention	133	133	7.38
IBA – Internal Alignment Increase	765	765	7.78
IBA – Disciplinary/Performance	0	0	0
Bonus – Change in Duties	8	8	7.80
Bonus – Internal Alignment	3	3	3.35
Bonus – New KSA's/Comp.	26	26	1.90
Bonus – Retention	2	2	1.78
Bonus – Recognition, Monetary	376	376	1.11
Bonus – Referral	2	2	0.69
Bonus – Sign-On	7	7	2.07
Bonus – Recognition Leave	151	151	0
Bonus – Project	21	21	3.33
<b>Overall Approximate Totals</b>	<b>4250</b>	<b>3531</b>	<b>3.57</b>

The average pay increase was 7.02%

 The average pay decrease was –8.08% <sup>1</sup>

# AHRS Policy Guide

## *About Leave for Disasters and Emergencies*

Hurricane Isabel has prompted increased interest in Department of Human Resource Management policies related to leave for disasters and emergencies. Effective September 25, 2003, Policy 4.17, Emergency/Disaster Leave replaced all provisions of Policy 1.15, Disaster Relief, **related to non-military response to an emergency or disaster situation** (see Policy Transmittal 2003-02). Thus, Policy 4.17 authorizes paid leave for employees who provide assistance in compliance with the requirements of the policy to disaster-stricken areas in situations where such services are not within employees' normal duties.

However, agency heads may determine that certain disaster-response duties are within their employees' job duties, or they may assign employees to provide specified services. In such instances, employees report for the special duty, generally on a schedule similar to their regular work schedule, and do not need to take any leave for that time. Agencies should ensure that any such determinations are appropriate to the agency mission and that they apply them consistently.

In addition, Policy 4.17 incorporates the benefit added to Policy 4.05, Administrative Leave, by memorandum dated June 30, 2000. By these provisions, employees who have experienced severe, catastrophic damage that has left their primary residence either temporarily or permanently uninhabitable may receive up to 80 hours of paid leave. (Originally, the employee's agency must have been subject to an emergency closing; this requirement has been eliminated in the new policy.) What remains, however, is the intent to offer this leave in the most extreme and unusual circumstances, times when the employee has lost or cannot stay in his or her home. Though many suffered significant property damage during Hurricane Isabel, that damage does not in most cases rise to the level required by these provisions. Agencies are encouraged to check with DHRM if they have questions in this area.

Since the provisions are substantially the same, emergency/disaster leave needed before September 25, 2003, would be covered under the relevant parts of Policy 1.15 or Policy 4.05.

## *About the 2003 Holiday Schedule*

The 2003 Holiday Schedule was recently announced by Secretary of Administration, Sandra Bowen. Note that the added time includes two early closing days, November 26 (the Wednesday before Thanksgiving) and December 24 (Christmas Eve). On each of these days, full-time employees are granted one-half of a holiday, or four hours of holiday leave. A day of holiday equals an 8-hour workday.

### **Working Alternate or Flexible Schedule**

Agencies with employees working alternate or flexible schedules must ensure that compensation for the holiday equals an eight-hour day, or less for employees designated as less than 100%. Employees working 10-hour shifts will receive 8 hours of holiday pay, and in order to receive 100% pay for the day must use accrued leave or flex their hours during the remainder of the workweek. Any method used must result in a full-time employee receiving four hours of holiday leave for each of the half-day holidays and eight hours for the

full-day holidays. Employees designated as less than 100% receive prorated holiday hours based on their percentage of full-time equivalent.

### **When Required to Work on a Holiday**

When full-time employees are required to work on a scheduled holiday they will be paid for eight hours of holiday, and then be paid or credited with compensatory leave for the hours actually worked, not to exceed eight hours. Employees designated as less than 100% will receive pay for the pro-rated amount of holiday hours and receive pay or compensatory leave for those hours worked.

### **Employees on STD**

Employees on short-term disability will receive the holiday based on their current percentage of disability benefit payment (100%, 80% or 60%). If an employee receives less than a 100% disability benefit, the employee will have to use accumulated leave or disability credits to receive 100% payment for the holiday. The holiday counts towards an employee's 7-calendar day waiting period and also counts towards the 180 calendar days of STD.

### **Employees Receiving Workers' Compensation – Traditional Sick Leave Participants**

A holiday counts towards an employee's 92 calendar days of receipt of an agency supplement when receiving a Workers' Compensation benefit. Employees will not receive an alternate day off for the holiday.

### **Employees on LWOP**

Employees on any type of unpaid leave of absence for any portion of the workday before and/or the workday after the holiday will not be paid for the holiday or receive an alternate day off for the holiday. In addition, the employee will not accrue annual leave for that pay period or sick leave (if the employee participates in the Traditional Sick Leave program). Employees need to manage their leave so as not to be placed in a LWOP status before or after the holiday.

### **Holidays that fall on the first day of a pay period**

If a holiday falls on the 25<sup>th</sup> or the 10<sup>th</sup> of the month and employees are scheduled to begin employment or return from a leave of absence on the day following the holiday, the first day of the pay period will be considered to be the first day of employment or the date of return from leave absence. In this case the employee would receive payment for the holiday.

### **Holidays that Fall on the last day of the month**

When a holiday falls on the last day of the month and the employee will **retire** on the first day of the following month, the employee will receive pay for the holiday if he or she worked, or was on paid leave on the last workday before the holiday.

Employees separating on the last day of the month other than for retirement are not eligible to receive payment for the holiday.

## TWENTY YEARS AGO

Since 1983:

- The cost of living has increased 85.9%<sup>2</sup>
- The average salary of state employees has more than doubled, from \$15,555 to \$34,579 annually.
- The Federal Minimum Wage has increased from \$3.35 to \$5.15 an hour.
- The number of full time classified employees has increased only slightly, from 69,364 to 70,755.
- Virginia's population has increased from 4,082,000 to 7,078,515.
- Virginia's total workforce has grown from 2,722,000 to 3,797,791.
- The annualized unemployment rate for Virginia in 1983 was 6.1%. The current unemployment rate is 3.8%.<sup>3</sup>
- The cost of a first class postage stamp has increased from twenty to thirty-seven cents.

## NEW ADDITIONS TO THE SALARY DATA VIEWER

Two new reports, designed to assist you in the management of employee pay, have been added to the Salary Data Viewer page of the DHRM web site. These reports identify average salaries for "Virginia" and "Northern Virginia" state employees by Standard Occupational Classification Code (SOC) and Role Code. Since a Role may include positions with more than one SOC Code, and a SOC Code may be assigned to positions in more than one Role, we anticipate that the new listings will be most helpful when comparing market data for specific occupations.

Please remember that the data in these reports is only as accurate as the codes that you enter into PMIS.

## THE STATEWIDE (SW) COMPENSATION PLAN IS AVAILABLE ONLINE

<http://www.dhrm.state.va.us/compandbenefits.html>

The Compensation Plan is a useful point of reference for many human resource decisions. The Plan displays state roles by role code, role title, pay band, pay band minimum and maximum, pre-approved overtime code, and the number of employees assigned to each role (SW) as of September 1, 2003.

## VIEWING ROLE CODES ON PMIS

You can now access a complete list of role codes for classified and non-classified positions by entering PSROLE into PMIS. To start scrolling at a specific point rather than at the beginning of the list, simply add a role code to the transaction (e.g., PSROLE,89001). You must enter a valid role code for the entry to be accepted.

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Our goal is to provide practical information that supports human resource objectives across the Commonwealth and to encourage innovative strategies in the management and delivery of agency services.

To tell us what you would like to see featured in upcoming issues email us at [compensation@dhrm.state.va.us](mailto:compensation@dhrm.state.va.us) or [policy@dhrm.state.va.us](mailto:policy@dhrm.state.va.us)

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<sup>1</sup> Workforce Planning and the Periodical's Pay Action Summary data may vary within the same reporting period based on the timing of data runs, agency retraction requests, and the manual review and extraction of erroneous PMIS entries.

<sup>2</sup> Cost of Living data is based on Consumer Price Index.

<sup>3</sup> Unemployment data provided by the Bureau of Labor Statistics.